CALIFORNIA STATE UNIVERSITY, EAST BAY

COMMITTEE ON BUDGET AND RESOURCE ALLOCATION

APPROVED Minutes of the Meeting of October 11, 2017

Members Present: Nancy Mangold (CBE, COBRA Chair), Paul Carpenter (Kinesiology), Liz Ginno (Library), Jiansheng Guo (CLASS), ZaNean McClain (Kinesiology), Kim Shima (Accounting & Finance), Shirley Yap (Math).

Members Absent: Rafael Hernandez (Faculty Affairs, Presidential Appointee), Will Johnson (Sociology and Social Services), Monique Cornelius (Budget, Presidential Appointee), Bradley Forfilio (Educational Leadership),

Guests: Anne Leung (University Planner), Jim Zavagno (AVP of Facilities Development and Operations)

1. Approval of the Agenda
   Amended to allow invited members of Facilities to speak at 2:30
   MSP Ginno/McClain

2. Approval of the September 27th Minutes
   Minutes approved with corrections
   MSP Ginno/Shima

3. Reports
   a. Report of the Chair
      • Chair Mangold attended Academic Senate meeting that included two agenda discussion items of importance to COBRA: classroom remodeling project and semester classroom scheduling. She will keep COBRA updated.
      • Nancy provided two handouts for committee members
        o Potential COBRA Business Items for 2017-18
        o Fall 2018 Semester Scheduling Test report

   b. Report of the Presidential Appointee
      • (absent)

   c. Report of Semester Conversion
      • Nancy and Paul reported that the Academic Affairs Budget Advisory Committee (AABAC), is currently working on three areas of budget priorities:
        o Student success, graduation rate, and underrepresented minority achievement gap
        o Academic Senate’s Workforce task force recommendations, including possibility of lowering teaching load to 3/3 in semester conversion and implementation issues
        o A2E2 funding rationale. The $80 fee provides funds for four academic parts: university activities; equipment; enhanced course learning; and enhanced instructional-related activities. Total fund brings in $2.3M, including $900K for proposals. Concern over lack of clarity on proposals and lack of continuity.
Paul also reports from the Quarter-to-Semester Conversion Steering Committee that the draft semester schedule does not initially appear to present any difficulties, except that early morning, late evening, and Fridays and Saturdays are underutilized.

4. Business Items:
   a. Discussion of issues with White Wall
      • Anne Leung and Jim Zavagno provided an update on the white wall issue.
        o Major issues: white walls are difficult to clean and write on, and there is a glare on the wall when using the projector
        o What has been done: “White boards” were ordered for all four renovated classrooms and are scheduled to be received within the next three weeks. The “white boards” will be installed on top of the white walls.
        o Their intention is to install pull-down projection screens in the renovated classrooms, but no schedule yet
   b. Discussion on facility issues and classroom needs
      • Jim states that Facilities has been asked to look into combining smaller classrooms into larger classrooms that will hold 50 to 75 students, specifically PE-0124/PE-0125 and RO-0119/RO-0131. Nancy asked about the possibility of VBT 134/135.
        o Room combination decisions take into consideration other factors, such as room shape, adjacent rooms, and wall composition.
        o Some funds set aside for classroom renovation will be redirected to this project. The classroom remodeling project is budgeted, but not as a separate account. Currently, the plan is to convert two sets of classrooms, possibly more if funds are available
      • There are two “space” committees
        o Space policy committee creates space management and assignment principles
        o Space advising committee reviews specific requests for space assignments for colleges/departments faculty offices and meeting spaces.
        o Chancellor office determines space entitlements, i.e. square footage entitlements based on enrollments. Each department’s space assignment is a campus decision.
      • Other initiatives include lighting upgrades and work on the CORE building.
        o Campus entrances are determined by master plan and ongoing negotiations with the City of Hayward.
        o CORE building will have flexible space that can be used for meetings.
   c. Discussion on potential business items for 2017-2018
      Nancy shared list of potential COBRA business items for discussion
      1. Financial Reports and Budgets
         a. Provide budget highlights for 2017-18
         b. Provide budget summary for 2016-17
         c. Provide divisional budget reports for 2017-18
         d. COBRA recommendations for University Budget Priorities
      2. Facilities and Related Policies
         a. Remodeled classrooms – white all issues & major facility initiatives 2017-18
         b. Discussion on Facilities and Classrooms
c. CORE Building  
d. Invite Provost, VP-A&F and AVP-Facilities for discussion on Facilities and Classrooms  
   i. Classroom  
   ii. Meeting spaces  
   iii. Faculty offices  

3. Aramark contract renewal  

COBRA agreed to present the Division reports earlier and add a report on COBRA recommendations for budget priorities.

COBRA discussed some points of the Fall 2018 Semester Scheduling Test Report. Nancy invited Debbie Chaw VP Administration & Finance to give the CORE building report next meeting.

Nancy suggested that it would be useful to get information on space entitlement and allocation for all departments. COBRA agreed to add new item under 2.d. for space entitlement and current assignments.

COBRA agreed to add financial report on A2E2 and Semester conversion. Although Semester Scheduling report did not initially find any alarming issues, results could change when real data is entered into PeopleSoft system.

5. Adjournment  
   MSP Guo/Carpenter